

Wortman, Eric

From: Wortman, Eric
Sent: Thursday, October 06, 2016 2:31 PM
To: 'Niobrara Lodge'
Subject: RE: Niobrara Lodge

Thanks Sara, Payment will be made via credit card. Please send over the contract and I'll start working it through the process on my end.

Eric

From: Niobrara Lodge [mailto:vniobraralodge@gmail.com]
Sent: Friday, September 30, 2016 10:58 AM
To: Wortman, Eric <Wortman.Eric@epa.gov>
Subject: Re: Niobrara Lodge

Eric:

The north wall is painted white/cream colored and that is what most people use for a screen. I do not have an overhead projector at all.

As far as paperwork, I would just need to know how payment will be made whether it be by cash or credit card and then I will get a contract over to you for a signature.

Thanks!

Sara

P.S. I will be out of the off this afternoon and Monday but will be in Saturday morning. I can get the contract out to you then.

On Fri, Sep 30, 2016 at 11:16 AM, Wortman, Eric <Wortman.Eric@epa.gov> wrote:

Thanks Sara. I just confirmed that we would like to rent the room for Tuesday, November 29th. Please let me know how to proceed with this booking (required paperwork, billing procedures, etc.).

Also, in addition to the microphone setup, is there an overhead projector and screen we can hook a laptop up to?

Eric

U.S. Environmental Protection Agency – Region 8

1595 Wynkoop Street (8P-AR), Denver, Colorado 80202

Telephone: (303) 312-6649 Email: wortman.eric@epa.gov

From: Niobrara Lodge [<mailto:vniobraralodge@gmail.com>]

Sent: Friday, September 30, 2016 9:59 AM

To: Wortman, Eric <Wortman.Eric@epa.gov>

Subject: Niobrara Lodge

Eric:

This e-mail is to inform you that you are currently tentatively scheduled to rent our meeting room at The Niobrara Lodge on November 29 and 30, 2016 for the rate of \$150. This will include the use of a microphone and any other components we have on our hand that you would want to use. There is no tax on the use of the meeting room.

This cost does not include any refreshments or snacks provided by The Niobrara Lodge.

When you have a date confirmed, please feel free to contact us for a definite confirmation.

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Sara Ferguson

General Manager

Niobrara Lodge

803 E Hwy 20

Valentine, NE. 69201

402.376.3000

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Sara Ferguson
General Manager
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